

DEPARTMENT OF LABOR
EMPLOYMENT OPPORTUNITY
Information Technology Analyst 1 (EU 23)
(May under fill as an Information Technology Analyst Trainee (EU18))

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: Candidates who are on a current certification list (ITA1), and the Public (ITA Trainee)

Location: Department of Labor, 200 Folly Brook Boulevard, Wethersfield, CT 06109

Hours: 8:30 a.m. to 4:00 p.m. (35 hours weekly)

Salary: ITA 1 = \$57,211* - \$73,248 (*New State Employees)
ITA Trainee = \$45,950* - \$58,092

Closing Date: December 29, 2014

Job No: 701 Information Technology Analyst 1
702 Information Technology Analyst Trainee

Eligibility Requirement ~

Information Technology Analyst 1 - Candidates must have applied for and passed the Information Technology Analyst 1 exam and be on the current certification list promulgated by the Department of Administrative Services for this classification. State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer.

Information Technology Analyst Trainee – Candidates qualifying for this classification must possess a Bachelor's Degree in management information systems, computer science or information technology related area.

EXAMPLES OF DUTIES: Under general supervision performs the IBM mainframe software installations, upgrades and maintenance for the IBM z/OS operating system software and related program products. Provides assistance in the customization of operating system environment to client requirements, including program product installs and parmlib modifications. Prepares user modifications and installs JCL exits. Configures and installs software for tracking and monitoring of SW profiles, prepares release levels, monitors and obtains SW authorization codes & expirations for each LPAR. Utilizes a variety of mainframe diagnostic tools to research and solve z/OS and ISV problems. Possess general knowledge of installation, maintenance and administration as well as basic problem determination and resolution capability for the following products: **IBM:** z/OS z/OS optional features: SDSF, RMF, DFHSM, DFDSS, RACF, DFSORT, GDDM-PGF RMDS z/OS COBOL, CICS/TS, SDF II, Hourglass, DITTO/ESA, Omegamon/MVS, Omegamon/CICS, **Computer Associates:** CA-1 APCDOC, JCL Check, ESP Scheduler, **GT Software:** Assist/TS, **Merrill Consultants:** MXG, **SAS Institute:** SAS BASE Product **SEA:** RA/2 **Tone Software:** DynaStep. Assists with disaster recovery plans, assists in determining critical applications and personnel, or ensures offsite mainframe backups; defines data flow; performs related duties as required. As a Trainee, incumbent will receive training in the above listed duties.

Preferred Skills and Ability: Applicants on the Information Technology Analyst 1 examination list and those applicants with a minimum 5 years of experience performing z/OS technical support for the following operating system software; MVS, JES, TSO/ISPF, SMP/E, HCD, DFSMS, GRS, USS, REXX. The ideal candidates must have a full understanding of z/OS system architecture, internals and hardware for a mid-sized mainframe environment. The ability to maintain z/OS and product system exits is a must. Experience with business continuity planning and disaster recovery exercises is a plus. Experience with RACF definitions, security exits and interfaces are desired; IBM assembler programming knowledge is preferred, as well.

CAREER PROGRESSION: Incumbents in this class will be eligible for promotion to the target class of Information Technology Analyst 1 without further competitive examination after successful completion of the one (1) year training program.

Application Instructions: Applicants who are not currently a state employee must start at the minimum salary. Interested and qualified candidates who meet the above requirements should submit:

- Cover letter and Resume
- Application for Examination or Employment (CT-HR-12). http://das.ct.gov/HR/Forms/CT-HR-12_Application.pdf
- Connecticut Department of Labor Pre-Authorization and Release form (immediately follows this job announcement) which includes a statement regarding the Guide to the Code of Ethics for Public Officials and State Employees.
- If you are not a Department of Labor applicant, you must complete and sign the Addendum to the Application for Examination or Employment (CT-HR-13). http://das.ct.gov/HR/Forms/CT-HR-12A_Addendum.pdf
- Current state employees are required to submit their last two service ratings **and** copies of their attendance records for 2012 & 2013. Department of Labor employees do not have to include attendance records.

ITA Trainee applicants must include a copy of your official transcript which identifies your degree status and the required major, as stated above. If you are selected for the position we will need an official transcript, you cannot be considered for appointment until we have received the official documentation. If your degree is from outside of the United States, you must submit certification from an accreditation services agency. The accreditation services agency must certify that your degree equates to a bachelor's or master's degree from an accredited American school or university.

Application packages will not be considered without these documents. Missing or incomplete application material will not be considered. Submit via mail or fax to:

Department of Labor
Human Resources Office/Maria LaRosa
200 Folly Brook Boulevard
Wethersfield, CT 06109
FAX (860) 263-6699

Please note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules. If you are choosing to fax your application, it is not necessary to also send an original copy. Due to the large number of expected applicants we cannot confirm receipt of application materials. Please do not call concerning your application.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.

CONNECTICUT DEPARTMENT OF LABOR
Pre-Employment Screening – Authorization and Release

Completion of this form is voluntary; however, if consent to obtain this information is not given, it may have an adverse effect on your employment opportunities with the Connecticut State Department of Labor.

Applicant's Name (Last, First, Middle): _____

Mailing Address: _____

Home Phone Number: () _____

I, the undersigned, recognize and understand that this constitutes my consent and authorization to disclose or furnish any relevant and necessary information or records to the Department of Labor concerning my character, employment, or military service as may be necessary for a determination of my suitability for employment with the Connecticut State Department of Labor.

This authorization is executed with the full knowledge and understanding that the Labor Department will take measures to protect the aforementioned information against unauthorized disclosure to any parties not having a legitimate need for it in the discharge of the official business of the Department.

I hereby RELEASE any respondent from any and all liability for damages resulting from a decision by the Department not to employ me on account of compliance, or any attempts at compliance with this authorization, except for any damages resulting from knowingly providing false or misleading information or records about me.

A copy of this authorization shall be as effective and valid as the original. This authorization shall be valid for twelve (12) months from the date of my signature.

Date Signed

Signature of Applicant

As a candidate being considered for employment at the Department of Labor, I have reviewed a copy of the Guide to the Code of Ethics for Public Officials and State Employees.

Date Signed

Signature of Applicant

A copy of the Guide to the Code of Ethics for Public Officials and State Employees may be obtained at the following link:

http://www.ct.gov/ethics/lib/ethics/guides/2012/public_officials_and_state_employees_guide_december_2012_rev.pdf

****Important note: Any modifications to this form will NOT be accepted.**